October 10, 2011

Hampton M. Student 4589 School Dr. Allison Park, PA 15101

Dear Mr./Mrs. Student:

I hope that you are doing well. It’s hard to believe, but your 7 ½ week training period is nearly over. You will soon be leaving the country, bound for your overseas Talbots Thingamajig office. I hope that these last few days with your family are sweet ones and that you are preparing yourself mentally for your time abroad. At any rate, we here at the Main Office have been anxiously tracking your progress in the training, and before you go, we need some information from you.

First, what have you learned in the course? Please tell me about the most important things you felt you learned in the course. Be specific!

* Name at least three different aspects of the course pertaining to your particular country choice.
* Were you challenged by the rigor of the work? Why or why not? Hopefully you went home at the end of each day tired and ready for a nap!
* What did we do well in the training? I need to know this for the next training program coming up so I can make that even better.
* What could be made better? I know that we’re not perfect and can always improve.
* Finally, do you feel more ready to live in your country than you did at the beginning of the program? Why or why not? If you answered “Yes,” how do you know you’ll be successful ?

Secondly, please some time to review your e-portfolio. Have you completed all the assigned tasks and are they uploaded to the website? If not, which ones can you finish by the assigned due date? Of course, you need to have everything done by your program end date, but late work will be penalized.

In your response to me, please use my own letter as a template, as this is an official business letter.

Sincerely,

Moses Hampton, President Talbot Thingamajig, Inc. 4618 ¾ William Flynn Hwy. Allison Park, PA 15101